

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 22, 2004

ALL-COUNTY LETTER NO. 04-40

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE SERVICES PROGRAM MANAGERS  
ALL COUNTY CHIEF PROBATION OFFICERS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by  
One or More Counties
- ☒ Initiated by CDSS

SUBJECT: RELATIVE/NON-RELATED EXTENDED FAMILY MEMBER (NREFM) APPROVALS  
– REVISIONS TO THE SOC 815, 817 AND 818 FORMS

This letter is to provide counties with information and instructions regarding recent revisions made to the SOC 815 (Approval of Caregiver Home), SOC 817 (Checklist of Health and Safety Standards for Approval of Family Caregiver Home), and SOC 818 (Relative or Non-Relative Extended Family Member Caregiver Assessment) forms.

The forms revisions were necessary as part of the forthcoming 5.4 database changes which will update the CWS/CMS to accommodate documentation of the assessment and approval of relative/NREFM homes.

**USE OF REVISED FORMS**

Pending the 5.4 release in early 2005, the counties may continue to use the November 2002 interim template forms that are available on the CWS/CMS website for importing to the application or the forms dated July 2004 found on the CDSS website ([www.cahwnet.gov/cdss/On-LineFor\\_298.htm](http://www.cahwnet.gov/cdss/On-LineFor_298.htm)) until the existing interim templates are brought up to date. A request to have the auto-populate interim templates incorporate the minor changes to the November 2002 version is in process. At the time the interim templates are updated, they will be identical to the forms on the CDSS website. When this occurs, the SOC forms should be used for all new assessments and reassessments pending the 5.4 release.

**DESCRIPTION OF MOST NOTABLE REVISIONS**

The following are the most notable revisions made to the forms.

**SOC 815**

- “*Caregiver Name*” has been added to the header portion of the form.

SOC 815 (continued)

- A check box has been added in #3 on page 1 to indicate that the home meets safety standards.
- “*Assessment Approval County*” has been added in the box on page 2.
- The criminal clearance columns regarding LiveScan and DOJ CAC activities on page 3 have been revised to clarify the activity to be recorded in those columns; the columns now read, “Live Scan *Fingerprints Submitted*”, “Live Scan *Received*”, and “DOJ CACI *Received*”.
- Other edits were made to correct punctuation, abbreviations were spelled out, and previously omitted words were added.

SOC 817

- “*Caregiver Name*” has been added to the header portion of the form.
- The certification statement on page 2 was modified to include the caregiver’s name; the certification now reads: “I certify that the home of \_\_\_\_\_ meets the standards for approval as described in this form.” (*Caregiver’s Name*)
- Other edits were made to correct punctuation, capitalization, formatting, and grammatical errors.

SOC 818

- “*Caregiver Name*” has been added to the header portion of the form.
- Other edits were made to correct punctuation, statutory code citations, capitalization, formatting and grammatical errors.

Counties will continue to be monitored for compliance with the relative/NREFM home approval standards using either version of the SOC forms. It is expected that upon the 5.4 release that counties will begin using only the revised SOC forms. At the time of the 5.4 release, counties are not expected to immediately update all existing approved homes with the revised forms, but gradually migrate towards sole use of the revised SOC forms at the time of performing an initial or annual assessment after the release.

If you have any questions regarding this letter, please contact Lou Del Gaudio, Manager, or Carole Minchew, Program Analyst, Kinship Care Policy and Support Unit, at (916) 657-1858.

Sincerely,

BRUCE WAGSTAFF  
Deputy Director  
Children and Family Services Division

c: CWDA